

	MANAGER	PD CODE: ANPM/PD/M-Q&M/001
		APPROVED: F. FERREIRA 
		CHECKED: R. DE ARAUJO 
	POSITION DESCRIPTION	ORIGINATOR: J. GONÇALVES 
		ISSUE DATE: MAY 2022
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<p>Position Title : Manager – Quarry & Mines Development and Operations</p> <p>Location and Directorate : Dili, Mineral</p> <p>Reporting Relationships : Director – Mineral</p> <p>Positions line reporting to : Refer to Organisation Chart No: ANPM</p>		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 27/2019 of 27th August, 2nd amendment of Decree-Law No. 20/2008 of 19th June, on the establishment of Autoridade Nacional do Petróleo, responsible for managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, Maritime Boundary Treaty and the Mining Code.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

2. KEY OBJECTIVES/SCOPE OF WORK

- 2.1 To manage and coordinate department's performance to meet overall department's goal;
- 2.2 To ensure Mining Activities are carried out in accordance with applicable Health and Safety requirements set forth in the mining code and auxiliary regulations;
- 2.3 To provide technical support to Mineral Technical & Operational Director.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Manage subordinates' performance to meet department's objectives;
- 3.2 Plan and coordinate technical evaluations on applications for Mineral Rights including Mineral Permit and Mining Contracts in Timor-Leste;
- 3.3 Assess and provide technical recommendation to Director for Technical and Operational for decision making purposes for the granting of Mineral Rights;
- 3.4 Coordinate accurate computation of quantity of produced materials to facilitate calculation of revenues generated from exploitation of mineral resources;
- 3.5 Plan and coordinate regular technical operational meeting and carry out monitoring of Mining Activities, including joint monitoring with other departments;
- 3.6 Prepare and manage the department's operational budget and expenditure;
- 3.7 Ensure all technical data and information are recorded and securely archived within ANPM system;
- 3.8 Provide technical review on establishment of Auxiliary regulations under the Mining Code and ensure effective implementation of the regulations;
- 3.9 Lead the development of internal technical processes and procedures to respond to department's operational needs;
- 3.10 Provide technical support to project-based initiatives within mineral sector;
- 3.11 Perform other reasonable tasks as required by the ANPM Senior Management.



4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 At least university Bachelor Degree in Geology or Mining Engineering, preferable Master Degree in Mining Engineering;
- 4.1.2 Have minimum 4-year experience in quarries and/or mines operations or in regulatory setting managing quarries and/or mines operations;
- 4.1.3 Applicants with other degrees/disciplines maybe considered provided that practical experience in quarries and/or mines development exceeds a total of 5 years experience or in Mineral regulatory setting for the same duration of experience;
- 4.1.4 Timor-Leste National;
- 4.1.5 Experience in a technically complex and best practice regulatory work environment;
- 4.1.6 Good understanding of the existing mineral regulatory framework;
- 4.1.7 Good understanding of issues and sensitivities in a multicultural working environment;
- 4.1.8 Ability to manage subordinates;
- 4.1.9 Fluency in English (writing, reading, speaking and listening);
- 4.1.10 Strong interpersonal and team player - able to work with team as well independently;
- 4.1.11 High levels of personal initiative, awareness and adaptability;
- 4.1.12 Proficient in the use MS word, excel, PowerPoint, MS Outlook and familiar with technical software such as Global Mapper, AutoCAD, and ArcGIS.

4.2. Desirable

- 4.2.1. Ability to communicate fluently in Portuguese (Written & Verbal).